

Maitland Public School P & C COMMITTEE MINUTES

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Date: Monday, 31 August 2009

Time: 7:00pm

Location: School Lunchroom

Welcome: Meeting called to order at 7:05pm.

Present: Thank you to the following people for their attendance:

Kylie Chapman, P&C Treasurer (Stand-in President)	Bruce Varley, Band Support Group President
Terese Innes, P&C Secretary	Ron Brown, Principal
Other attendees: Anne Rumbel	

Apologies: Mindy Dyce, Liz Holmes, Debbie Mirish and Kerriann Tranter.

Minutes from previous meetings: Monday, 3 August 2009. Moved: Kylie Chapman. Seconded: Ron Brown.

Business arising from minutes:

Actions regarding canteen reform:			
Item:	Action:	Person(s):	Timeframe:
Labelling and signage to be done in school holidays	Remove all old labels and signage and provide appropriate replacements	Wendy Fernance & Sharron Maslin	Underway. Office staff to laminate
Organise for Wendy Fernance to conduct mandatory canteen volunteer training	Request quote and scope of training from Wendy (qualified trainer)	Ron Brown	Term 3
Devise canteen checklist, canteen rules and time schedule for order of tasks	Forms part of canteen volunteer training	Canteen Committee	Term 3

Actions from previous meetings:			
Item:	Action:	Person(s):	Timeframe:
Consolidate P&C bank accounts	Organise	Kylie Chapman	ASAP
Installation of screens to windows on top floor of our buildings for safety reasons	Address this OH&S issue	Ron Brown	Now with Greg Porteous
Coal & Allied grant	Chase up	Kerriann Tranter	ASAP
Volunteers & donations needed for Fathers' Day Stall	Request in newsletter	Kerriann Tranter	Done.
Approved price increase of juice	Advise Sharron Maslin	Kerriann Tranter	Done.
Canteen roster needs to be communicated. No freezing of ham.	Discuss at next Canteen Committee Meeting	Ron Brown	Done.

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Canteen Committee communication	Include minutes on website and summarise in newsletter	Ron Brown	ASAP
School sport 'record-breaker' certificates for children	Provide to children including times, distance, etc.	Ron Brown	Linda Heike & Liz Sharkey now

Correspondence: Moved: Terese Innes. Seconded: Kylie Chapman.

IN:

- NSW Cancer Council - Parents Jury (forum - nutrition & physical activity); Woolworths - Statement of A/c; P&C Federation - P&C Journals, Annual Report 2009, Conference Resolutions, Financial Statements, Kids Caring For Kids Raffle; Jacki Robins - request for final orientation day morning tea; Smartkiddies - maths online.
- Fundraising: Audio Visual Warehouse - Outdoor Cinema; Big Screen Promotions - Outdoor Cinema; School Products Australia; SunBlock Australia; Mad Cow - Bucking cow, jousting, castles; Candlelite - battery operated candled/glow products; Whitty's Slusha.

OUT: None.

Reports:

President: Moved: Ron Brown. Seconded: Bruce Varley.

Reported by Ron Brown on behalf of Kerriann Tranter:

- Although **Mansfield** was a great night, the amount raised (approx. \$3,000) was disappointing, considering the preparation work.
- Needs roster of classes for **Fathers' Day stall** for Thursday, 3 Sept.

Treasurer: Moved: Kylie Chapman. Seconded: Bruce Varley.

- **Invoices previously approved for payment**, that need paying: Uniform Shop, Interactive Whiteboard and Woolworths.

Band Committee: Moved: Bruce Varley. Seconded: Kylie Chapman.

- **Outstanding fees** significantly reduced.
- **Fundraising** has been good - Mini-Fete and Disco raised \$2,600.
- **Current fundraiser** is Super Slice Drive.
- Currently **purchasing instruments and equipment** with funds.
- **Senior Band Workshop** on tomorrow (Tues. 1 Sept.), then another on Wed. 30 Sept.
- **Intermediate Bank Workshop** on Tuesday, 3 Nov.
- Working on organising **Band Tour** to Central Coast.

Principal: Moved: Ron Brown. Seconded: Kylie Chapman.

- Meeting with company representatives who will be doing **building refurbishment** this week.

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- **Installing folding doors** to Mark Cridland and Melissa Anderson's connected class room for sound proofing, etc.
- Development application for **new hall** with Maitland Council - contract price approved and currently out to tender.
- **Computer audit** completed - some very slow and may need replacing.
- **Aussie Bush Camp** went well.
- **NAPLAN** - results arrive 11 Sept. Cassie Bate-Barnier will put together results.

Agenda items:

Reported by Ron Brown on behalf of Mindy Dyce:

Operation Christmas Child - Mindy Dyce suggests that the children may be interested in this. They would put together a shoe box of items for third world country Christmas presents. This is a co-ordinated program. Ron Brown suggested that the children watch the explanatory DVD during assembly.

Actions from meeting:			
Item:	Action:	Person(s):	Timeframe:
Installation of screens to windows on top floor of our buildings for safety reasons	Assess this OH&S issue	Greg Porteous (OH&S Chairman)	ASAP
School sport 'record-breaker' certificates for children	Provide to children including times, distance, etc.	Linda Heike & Liz Sharkey	ASAP
Fathers' Day Stall roster	Provide list of classes to Kerriann Tranter	Anne Rumbel	ASAP
Outstanding invoices	Pay	Kylie Chapman	ASAP
Operation Christmas Child	Show children DVD	Ron Brown	ASAP

Closing: Date of next meeting: Monday, 28 Sept. 2009 at 7:00 pm.

Time meeting closed: 7:53 pm.

Signed as a true and accurate record:
(after minutes accepted at next meeting) *President* *Date*